

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEVADA



VACANCY ANNOUNCEMENT

Position: Career Opportunity #16-NV-06
Financial Specialist
Full-Time Position with benefits

Salary: CPS Classification Level 25, 26, 27 - (\$39,239 to \$77,164
Table LV) depending upon qualifications and experience

Opens: March 29, 2016
Closes: April 15, 2016

Location: Las Vegas, Nevada

Whether launching or continuing a career in public service, the Clerk's Office for the U.S. District Court of Nevada is a great place to work with competitive salaries and benefits, an excellent work/life balance, flex time, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner.

Currently, the Clerk's Office is looking for a self motivated, energetic, well organized person to join their team as a Financial Specialist. The Financial Specialist performs accounting and financial management activities to ensure the accountability of funds collected, deposited, distributed, and disbursed. This position ensures accuracy and completeness of data, quality of service and compliance with internal controls, government requirements, regulations and policies, while preventing legal or personal liability against the court. A Financial Specialist assists in the management of accounting operations for the Court, processes daily receipts and deposits, prepares and maintains debt management records and documents, manages collateral, manages vendor data, audits vouchers, manages internal control mechanisms, assists in review and processing of CJA documents and appointment of counsel for criminal defendants. There is a strong emphasis in managing restitution in criminal cases.

The ideal candidate will have comprehensive knowledge of accounting practices, procedures and systems and how to use automated systems to perform day-to-day activities and knowledge of standards and objectives of internal controls, monitoring and

reconciling accounts and ledges and the fiscal reconciliation process. Experience with or knowledge of judiciary policies, practices, regulations, terminology and automated systems (FAST) with a strong emphasis in experience with CCAM and experience with or knowledge of U.S. court cases, in particular, criminal cases, judgments, and CJA is preferred. Must have good oral and written communication and analytical skills. Must be self-motivated, energetic, innovative, a problem solver, detail oriented, with a positive attitude, and must work well under pressure. Must have the ability to consistently demonstrate sound ethics and judgment.

To Apply:

Qualified applicants should submit 1) a cover letter summarizing related skills and interest in this position, 2) a resume and 3) an AO78, Application for Federal Judicial Employment, via email to NVD_HR@nvd.uscourts.gov by the April 15, 2016 closing date. The AO78 Application form and a summary of Federal Judiciary Benefits can be located at <http://www.uscourts.gov/careers>.

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer.

Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. The selected candidate will be required to successfully complete a six month probationary period. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check including fingerprinting and employment will be considered provisional until the background check is complete. This position requires mandatory electronic fund transfer for payment of net pay. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.